

St. John the Baptist Parish Library

**Call Meeting Minutes
from the
Library Board of Control
Monday, April 24, 2017
6:00 pm
Central Library Meeting Room**

Present: Virgie Johnson, Norris Millet, Sr., Dardnella Clark, Lisa Wilder, Leatrice Arlie, Brannetter James

Attorney: Henri Dufresne, Esq. Legal Representative from the District Attorney's office was present.

Mrs. Virgie Johnson called the meeting to order at and asked for a moment of silence, followed by Roll Call from Director, Trina Smith. A quorum was met as most members were present. Ms. Dardnella Clark arrived 10 minutes later into the meeting.

Yeas 6 Nays 0 Abstain 0

Mrs. Johnson asked that a motion be made that item XXI. Executive Session, A. Director's Evaluation, be moved from the Executive Session to the Regular Session. Mrs. Johnson called upon Attorney Dufresne to swear in our new board member, Leatrice Arlie. Attorney Dufresne recited the swearing-in of Ms. Arlie, as Ms. Johnson officially introduced Ms. Arlie to the library board and public attendees. Ms. Arlie was a former employee of St. John the Baptist Parish Library. Mrs. Wilder made a motion for the introduction of our new board member, that was seconded by Mrs. James. Roll Call was requested by Mrs. Johnson and read by Ms. Smith. All voted yes.

Yeas 6 Nays 0 Abstain 0

Mrs. Johnson addressed the minutes from the previous board meeting from January 9, 2017, and asked if there were any questions or corrections. Mrs. Wilder stated that a correction needed to be made in reference to the Pay Scale. She stated that this should be a one time occurrence as the Director will present a long-term Pay Scale later in the year. Mr. Millet made a motion that those minutes be approved, and seconded by Mrs. James. Roll Call was requested by Mrs. Johnson and read by Ms. Smith. All voted yes.

Yeas 6 Nays 0 Abstain 0

There were no public comments. Closed by Mrs. Johnson.

Next item on the agenda was the Edgard Expansion Project. Ms. Smith explained that the building has been completed and that the parish had signed it back to the library. All of the furniture and fixtures that had been placed in the temporary storage, is now back in the building. The items from the punch list have been repaired, such as insulation around the outdoor pipes and the aluminum cover that connects the old building to the new building. We have received the final major bill from Sizeler Architectural firm, but are still waiting on a quote for the landscaping, and the installation of the plaques. The official opening of the branch is projected for the end of May. Mr. Millet asked why was there a delay in the furniture being delivered, in which Ms. Smith explained that the company, Library Interiors, put a rush on the delivery. Ms. Smith stated that the project is still within the Edgard budget, with a celebration that will be scheduled at a later date. She also stated that the library can have a soft opening with the furniture and fixtures we currently have. Inquiries have been made as to when the branch will open.

A pay increase was requested for the IT Technician as additional duties has been assigned to the position. Those duties include processing payroll and claims in the absence of the business manager. The technician is qualified and has been training with the manager on the proper procedures for continuity. Duties has been added to the job description as well. Pay increase from \$18.04 per hour to \$18.40 per hour was approved. Motion made by Mr. Millet and seconded by Ms. Arlie. Roll Call was done by Ms. Smith. All members voted yes.

Yeas 6 Nays 0 Abstain 0

The recommendation for Library Associate I assigned and promoted to Library Associate II in the Youth Services area with a pay adjustment was presented by Ms. Smith. She explained that the person we selected for the Youth Services Coordinator position, decided they did not want it after all. Once that occurred, it was decided that we would add additional duties and a pay increase of \$22.87 per hour to \$23.33 per hour to the person who is currently working with tweens and teens. Mrs. Wilder questioned who would serve the younger children, in which Ms. Smith explained that we already have someone working with that user group. The current Children's Services/Outreach Librarian will remain in that position. Item X (10) was tabled by Mrs. Johnson, in which a motion was made to table by Mr. Millet and seconded by Ms. Wilder. The roll was called by Ms. Smith. All members voted yes.

Yeas 6 Nays 0 Abstain 0

Recommendation for the Assistant Director was presented by Ms. Smith. Jose Ocasio, Dana Douglas, Kali Jenkins and Cynthia Lofton-Culp were the four applicants who were interviewed for the position. Mr. Ocasio was selected as the new Assistant Director who currently works at the Central Library as our Technical Services Supervisor. Mr. Ocasio has several years of experience in working in public libraries and is currently working on his certification in Human Resources Management. Mrs. Wilder asked if Mr. Ocasio lives in the parish, which he does not. We interviewed two candidates who resides in the parish, but did not have the library experience needed for the position.

Parish Councilwoman, Jackie Hotard asked to be brought in to ask a question about the assistant director's position. Attorney Dufresne instructed Mrs. Johnson to make a motion that the Public Comment portion be implemented at that time. Mrs. Wilder made the motion to move forward. Ms. Hotard asked, of all the candidates interviewed, who had the certification in Human Resources. Ms. Smith stated that Mrs. Dana Douglas is certified in Human Resources. Ms. Hotard asked if Ms. Smith was sure that Mrs. Douglas was the only one who has the certification, in which I was not sure. Other board members stated from their paperwork that Ms. Jenkins is indeed certified in Human Resources Management. Mrs. Wilder had also stated that the policy had changed to accommodate someone with just a human resources background. Ms. Smith explained that the importance of having an assistant with a strong library background is crucial to the entity and that she needs someone who can speak library jargon along with her. Ms. Arlie reiterated what was explained by Ms. Smith. Mrs. Johnson made a motion that we close that portion of the meeting. Mrs. Wilder made a motion that Jose Ocasio be approved to the new assistant director, which was seconded by Mrs. James. Roll was called by Ms. Smith. Ms. Smith introduced Mr. Jose Ocasio as our new Assistant Director. Motion passed.

Yeas 6 Nays 0 Abstain 0

Ms. Smith read the Director's Report to highlight and inform the board about new and existing items regarding the library. The report format is now in bullet point format for more concise information. Two plaques will be placed at the West Branch, one with the date it was erected 1999 and the expansion year 2017. Both will include the names of the previous and current parish council, library board members,

directors and architects. The library celebrated National Library Week by hosting system-wide programs for children, teens and adults. Our Meeting Room Contract form has been revised, along with the Officer Detail Sign-In sheet. The Friends of the Library hosted a Hot Dog Sale to kick-off Library Week. Assessments and priorities have been made to determine which library needs the most work. There has also been a threat to cut federal funding to state libraries.

Mrs. Johnson asked if the other board members had any questions about the budget from the General Fund. Ms. Smith expressed concerns about the bills being verified away from the building. The board president is responsible for signing off on all bills paid for by the library. Mr. Ocasio will begin delivering claims to the president, and have them returned the same day. Ms. Smith stated that the Fixed Assets are ready to be auctioned, or donated. Central Bidding is the company that conducts the auction and is the only auction house on state contract. She also informed the board that our circulation numbers has increased from Central, West, and Reserve and that more fines are being collected. This is due to an increase in outreach services. The Policy Amendments for Prerequisites and Limits of Employment, V-QQ-1, #1, #2, #3, and #5 states that board members and employees are allowed to use our fax machines, copiers, printers and no fines at no charge. Once a board member, or employee leaves the system, they will no longer have those privileges. Assistant Director, Tammy Houston, clarified that board members can have the same privileges as the employees. Ms. Clark made a motion that the policy amendment be adopted, which was seconded by Mr. Millet. Roll was called by Ms. Smith. Attorney Dufresne advised the director and the board on how to document amended policies and procedures. Motion passed.

Yeas 6 Nays 0 Abstain 0

Mrs. Johnson requested legal counsel to advise on part-time employees 96 hours of leave to be rolled over to the next year. Legal counsel stated that those employees are not allowed to carryover the hours into the following year. The policy will remain as is. The next item is the purging of Millennium records that are 7 years and older. Ms. Smith requested permission to have outdated records purged before the migration of Millennium to SIERRA. Mrs. Wilder made a motion to allow records to be purged, which was seconded by Mr. Millet. Roll was called by Ms. Smith. Motion passed for item to be tabled, pending information about licensing.

Yeas 6 Nays 0 Abstain 0

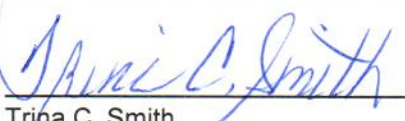
Director's evaluation was tabled for the next board meeting. Motion was made by Mr. Millet and seconded by Ms. Clark. Roll was called by Mrs. Johnson. Motion passed.

Yeas 6 Nays 0 Abstain 0

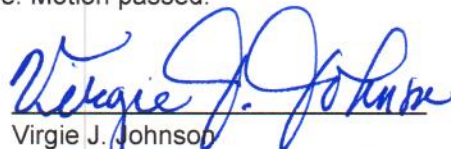
Ms. Smith requested an In-Service for all employees to attend for Diversity and Customer Service training. Motion was made that we table this item until the next board meeting that will be held on Monday, May 8, 2017. Attorney Dufresne advised that we should not use public funds to have a crawfish boil. Roll was called and motion passed.

Yeas 6 Nays 0 Abstain 0

Next board meeting will be held on Monday, May 8, 2017 at 6:00 pm at the Central Library Meeting Room. Motion to adjourn was made by Mr. Millet and seconded by Ms. Arlie. Motion passed.



Trina C. Smith
Library Director
St. John the Baptist Parish Library



Virgie J. Johnson
President, Library Board of Control
St. John the Baptist Parish Library